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ABSTRACT

This document contains the occupational duty/task lists for five occupations in the data processing series. Each occupation is divided into 5 to 11 duties. A separate page for each duty in the occupation lists the tasks in that duty along with its code number and columns to indicate whether that particular duty has been taught and to provide space for comments. The occupations are word processing operator, applications software specialist, accounting clerk, programmer trainee, and computer operator. A progress chart is provided for tracking individualized instruction. The occupational duty/task lists are the result of an extensive two-step development process in which information on current occupational requirements was gathered from such sources as consortia, trade associations, and current curriculum materials and was then synthesized by industry representatives, vocational instructors, and state-level representatives. (YLB)

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DUTY TASK LIST

WORD PROCESSING OPERATOR
APPLICATIONS SOFTWARE SPECIALIST
ACCOUNTING CLERK
PROGRAMMER TRAINEE
COMPUTER OPERATOR

ED351513

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2

OKLAHOMA OCCUPATIONAL TESTING CENTER

OKLAHOMA OCCUPATIONAL TESTING CENTER

INTRODUCTION:

Today's vocational instructors and administrators are faced with a myriad of important questions. They are searching for methods of providing accountability for students' acquisition of knowledge and skills as related to a constantly changing job market.

The Oklahoma Occupational Testing Center is in the business of eliminating some of the guesswork in answering today's tough questions. The professional staff, using a thorough and valid methodology, has developed duty/task lists for over 150 occupations in vocational education. Additional occupational duty/task lists will be made available as development is completed. These duty/task lists will help answer the following questions:

- Are students being prepared for today's jobs?
- What should today's vocational instructors be teaching?
- Is the curriculum addressing industry needs and is it up-to-date?
- How can vocational programs be improved?
- What in-service programs are needed for instructors?

BACKGROUND:

The occupational duty/task lists are the result of an extensive development process. Information regarding the occupational skills needed for employment is gathered from a number of sources such as consortia, trade associations, and current curriculum materials. This information is then synthesized by: 1) industry representatives, 2) vocational instructors, and 3) state level vocational representatives. The end result is a listing of occupations and the specific duties and tasks within each occupation. After dissemination for field review a committee of industry and vocational representatives revise the duty/task list to its final form.

USES:

The Oklahoma Occupational Testing Center's Duty/Task Lists are designed to be of value to a vocational program in several ways:

- Improving program planning
- Documenting industrial standards
- Evaluating curriculum and instruction
- Tracking individualized instruction*
- Using as a discussion tool with advisory committees
- Developing up-to-date job descriptions
- Performing self-evaluations
- Performing administrative program evaluations

INFORMATION:

To find out more about the Oklahoma Occupational Testing Center, call toll free:
1-800-654-4502.
Ask for our free catalog, listing over 150 occupations for which duty/task lists are available. CIMC curriculum materials related to these lists may also be available.

*A Progress Chart is provided for tracking individualized instruction.

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Oklahoma Occupational Testing Center

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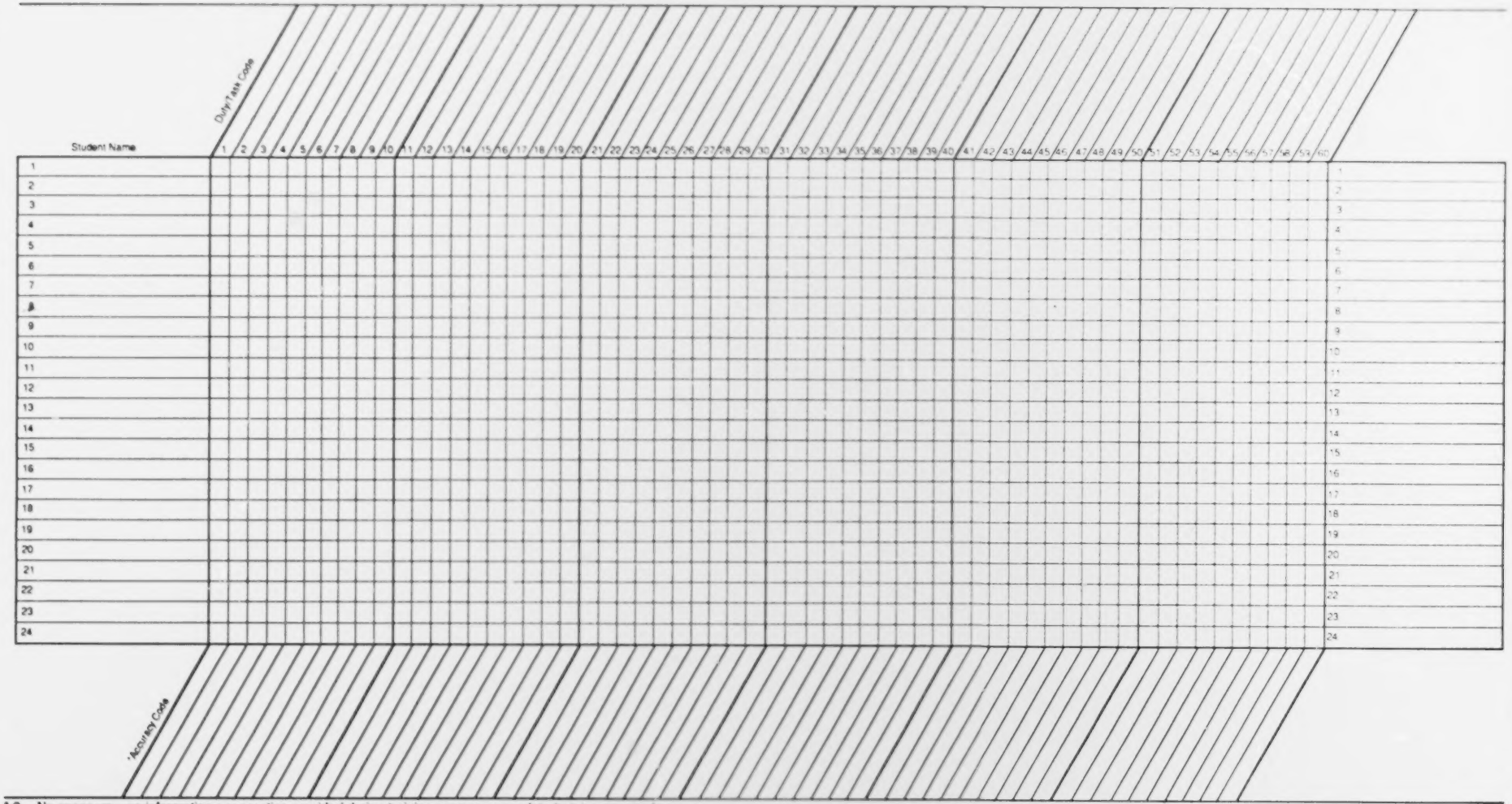
PROGRESS CHART

OKLAHOMA OCCUPATIONAL TESTING CENTER

Program

Oklahoma State Department of Vocational and Technical Education

Date



* 0 = No exposure - no information nor practice provided during training program; complete training required.
1 = Exposure only - general information provided with no practice time; close supervision needed and additional training required.
2 = Limited practice - has practiced during training program; additional training is required to develop skill.
3 = Moderately skilled - has performed independently during training program; limited additional training may be required.
4 = Skilled - can perform independently with no supervision.

This chart may be duplicated as needed.

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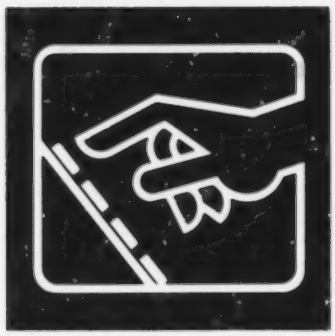
**This chart is intended for teacher file use only. Do not post.

DUTY/TASK LISTS

DATA PROCESSING SERIES



OCCUPATIONS:

1. Word Processing Operator
2. Applications Software Specialist
3. Accounting Clerk
4. Programmer Trainee
5. Computer Operator

OKLAHOMA OCCUPATIONAL TESTING CENTER

DUTY/TASK LIST

DATA PROCESSING SERIES

OCCUPATION 1: WORD PROCESSING OPERATOR

DUTIES:
- A. Demonstrate Knowledge of Fundamentals of Data Processing (Mini, Micro, and Mainframe)
- B. Perform General Data Entry Functions
- C. Perform General Data Processing Operations
- D. Demonstrate Use of Peripherals
- E. Perform Word Processing Functions
- F. Perform Desktop Publishing Functions

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **WORD PROCESSING OPERATOR**

DUTY: **Demonstrate Knowledge of Fundamentals of Data Processing (Mini, Micro, and Mainframe)**

CODE	TASK	TAUGHT	COMMENTS
A.01	Define data processing terminology		
A.02	Identify data processing equipment, input and output devices		
A.03	Convert problems using the binary and decimal systems		
A.04	Identify career roles		
A.05	Describe the evolution of the electronic computer industry		
A.06	Identify methods of processing data on a computer system (IPO cycle)		
A.07	Identify auxiliary storage and file organization methods		
A.08	Identify the most widely used applications		
A.09	Identify the most widely used operating systems (minis, micros, and mainframes)		
A.10	Demonstrate a knowledge of ethical considerations, computer crime, copyright laws, and licensing agreements		
A.11	Perform basic care and maintenance functions of medium and hardware devices		
A.12	Demonstrate use of human relations and communications skills		
A.13	Demonstrate job application and interview techniques		

OCCUPATION: WORD PROCESSING OPERATOR

DUTY: Perform General Data Entry Functions

CODE	TASK	TAUGHT	COMMENTS
B.01	Demonstrate keyboarding speed and accuracy		
B.02	Identify categories and formats of source documents		
B.03	Perform editing functions		
B.04	Log on and off the system		

OCCUPATION: **WORD PROCESSING OPERATOR**

DUTY: **Perform General Data Processing Operations**

CODE	TASK	TAUGHT	COMMENTS
C.01	Describe system configuration		
C.02	Identify keyboard and special keys		
C.03	Create and use batch files		

OCCUPATION: WORD PROCESSING OPERATOR

DUTY: Demonstrate Use of Peripherals

CODE	TASK	TAUGHT	COMMENTS
D.01	Identify and use printer types		
D.02	Identify and use plotter types		
D.03	Identify and use monitor types		
D.04	Identify types of adapter cards/ports		
D.05	Identify and use modem types		
D.06	Identify and use tape back-up and restore units		
D.07	Identify additional input/cursor control devices		

OCCUPATION: **WORD PROCESSING OPERATOR**

DUTY: **Perform Word Processing Functions**

CODE	TASK	TAUGHT	COMMENTS
E.01	Identify word processing terminology, concepts, and business document formatting		
E.02	Perform software installation		
E.03	Perform default settings		
E.04	Create a document		
E.05	Edit a document		
E.06	Save a document		
E.07	Print a document		
E.08	Perform file utilities (delete, rename, copy)		
E.09	Merge a document		
E.10	Move/copy text		
E.11	Search and replace text		
E.12	Create headers and footers		
E.13	Format a document		
E.14	Paginate a document		
E.15	Perform spelling checks		
E.16	Perform mail mergings		
E.17	Create and use word processing macros		
E.18	Perform table and math functions		

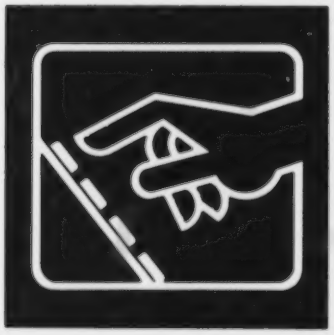
OCCUPATION: **WORD PROCESSING OPERATOR**

DUTY: **Perform Desktop Publishing Functions**

CODE	TASK	TAUGHT	COMMENTS
F.01	Identify desktop publishing terminology and concepts		
F.02	Perform software installation		
F.03	Perform default settings		
F.04	Create a document		
F.05	Edit a document		
F.06	Save a document		
F.07	Print a document		
F.08	Perform file utilities		
F.09	Create graphics		
F.10	Import text and graphics		
F.11	Cut and paste text		
F.12	Create headers and footers		
F.13	Develop page layout		
F.14	Update page layout		
F.15	Perform printer installation		

DUTY/TASK LIST

DATA PROCESSING SERIES



OCCUPATION 2: APPLICATIONS SOFTWARE SPECIALIST

DUTIES:
- A. Demonstrate Knowledge of Fundamentals of Data Processing (Mini, Micro, and Mainframe)
- B. Perform General Data Entry Functions
- C. Perform General Data Processing Operations
- D. Demonstrate Use of Peripherals
- G. Use Data Base Management Software
- H. Use Electronic Spreadsheet Software
- I. Use Business Graphics Software

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OCCUPATION: APPLICATIONS SOFTWARE SPECIALIST

DUTY: Demonstrate Knowledge of Fundamentals of Data Processing (Mini, Micro, and Mainframe)

CODE	TASK	TAUGHT	COMMENTS
A.01	Define data processing terminology		
A.02	Identify data processing equipment, input and output devices		
A.03	Convert problems using the binary and decimal systems		
A.04	Identify career roles		
A.05	Describe the evolution of the electronic computer industry		
A.06	Identify methods of processing data on a computer system (IPO cycle)		
A.07	Identify auxiliary storage and file organization methods		
A.08	Identify the most widely used applications		
A.09	Identify the most widely used operating systems (minis, micros, and mainframes)		
A.10	Demonstrate a knowledge of ethical considerations, computer crime, copyright laws, and licensing agreements		
A.11	Perform basic care and maintenance functions of medium and hardware devices		
A.12	Demonstrate use of human relations and communications skills		
A.13	Demonstrate job application and interview techniques		

OCCUPATION: APPLICATIONS SOFTWARE SPECIALIST

DUTY: Perform General Data Entry Functions

CODE	TASK	TAUGHT	COMMENTS
B.01	Demonstrate keyboarding speed and accuracy		
B.02	Identify categories and formats of source documents		
B.03	Perform editing functions		
B.04	Log on and off the system		

OCCUPATION: **APPLICATIONS SOFTWARE SPECIALIST**

DUTY: **Perform General Data Processing Operations**

CODE	TASK	TAUGHT	COMMENTS
C.01	Describe system configuration		
C.02	Identify keyboard and special keys		
C.03	Create and use batch files		

OCCUPATION: **APPLICATIONS SOFTWARE SPECIALIST**

DUTY: **Demonstrate Use of Peripherals**

CODE	TASK	TAUGHT	COMMENTS
D.01	Identify and use printer types		
D.02	Identify and use plotter types		
D.03	Identify and use monitor types		
D.04	Identify types of adapter cards/ports		
D.05	Identify and use modem types		
D.06	Identify and use tape back-up and restore units		
D.07	Identify additional input/cursor control devices		

OCCUPATION: **APPLICATIONS SOFTWARE SPECIALIST**

DUTY: **Use Data Base Management Software**

CODE	TASK	TAUGHT	COMMENTS
G.01	Identify data base management terminology and concepts		
G.02	Perform software installation		
G.03	Perform default settings		
G.04	Create a data base and screen format		
G.05	Update/edit a data base		
G.06	Create and print reports		
G.07	Sort and/or index data base		
G.08	Change structure of data base		
G.09	Query a data base file and generate a report		
G.10	Import and export data base files		
G.11	Perform data base maintenance functions		
G.12	Perform math functions		
G.13	Perform linking of data bases		

OCCUPATION: **APPLICATIONS SOFTWARE SPECIALIST**

DUTY: **Use Electronic Spreadsheet Software**

CODE	TASK	TAUGHT	COMMENTS
H.01	Identify electronic spreadsheet terminology and concepts		
H.02	Perform software installation		
H.03	Perform default settings		
H.04	Demonstrate cursor/pointer movements		
H.05	Enter labels/text		
H.06	Enter values		
H.07	Enter formulas		
H.08	Format a spreadsheet		
H.09	Perform spreadsheet commands		
H.10	Save/retrieve text		
H.11	Copy/move/delete cell contents		
H.12	Print a spreadsheet		
H.13	Use spreadsheet math functions		
H.14	Perform table look-up		
H.15	Perform import/export		
H.16	Perform advanced functions		
H.17	Set up macros/automatic execution files		

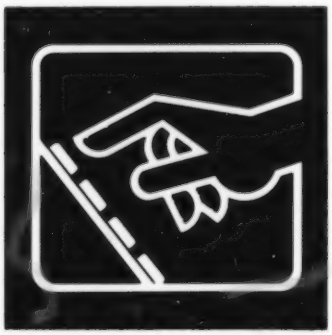
OCCUPATION: **APPLICATIONS SOFTWARE SPECIALIST**

DUTY: **Use Business Graphics Software**

CODE	TASK	TAUGHT	COMMENTS
I.01	Identify business graphics terminology and concepts		
I.02	Perform software installation		
I.03	Perform default settings		
I.04	Input graph data		
I.05	Select graph type		
I.06	Print a graph		
I.07	Save and retrieve a graph		
I.08	Create legends and titles		
I.09	Import and export data		

DUTY/TASK LIST

DATA PROCESSING SERIES



OCCUPATION 3: ACCOUNTING CLERK

DUTIES:
- A. Demonstrate Knowledge of Fundamentals of Data Processing (Mini, Micro, and Mainframe)
- B. Perform General Data Entry Functions
- C. Perform General Data Processing Operations
- D. Demonstrate Use of Peripherals
- J. Perform Accounting Functions

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OCCUPATION: ACCOUNTING CLERK

DUTY: Demonstrate Knowledge of Fundamentals of Data Processing (Mini, Micro, and Mainframe)

CODE	TASK	TAUGHT	COMMENTS
A.01	Define data processing terminology		
A.02	Identify data processing equipment, input and output devices		
A.03	Convert problems using the binary and decimal systems		
A.04	Identify career roles		
A.05	Describe the evolution of the electronic computer industry		
A.06	Identify methods of processing data on a computer system (IPO cycle)		
A.07	Identify auxiliary storage and file organization methods		
A.08	Identify the most widely used applications		
A.09	Identify the most widely used operating systems (minis, micros, and mainframes)		
A.10	Demonstrate a knowledge of ethical considerations, computer crime, copyright laws, and licensing agreements		
A.11	Perform basic care and maintenance functions of medium and hardware devices		
A.12	Demonstrate use of human relations and communications skills		
A.13	Demonstrate job application and interview techniques		

OCCUPATION: ACCOUNTING CLERK

DUTY: Perform General Data Entry Functions

CODE	TASK	TAUGHT	COMMENTS
B.01	Demonstrate keyboarding speed and accuracy		
B.02	Identify categories and formats of source documents		
B.03	Perform editing functions		
B.04	Log on and off the system		

OCCUPATION: ACCOUNTING CLERK

DUTY: Perform General Data Processing Operations

CODE	TASK	TAUGHT	COMMENTS
C.01	Describe system configuration		
C.02	Identify keyboard and special keys		
C.03	Create and use batch files		

OCCUPATION: ACCOUNTING CLERK

DUTY: Demonstrate Use of Peripherals

CODE	TASK	TAUGHT	COMMENTS
D.01	Identify and use printer types		
D.02	Identify and use plotter types		
D.03	Identify and use monitor types		
D.04	Identify types of adapter cards/ports		
D.05	Identify and use modem types		
D.06	Identify and use tape back-up and restore units		
D.07	Identify additional input/cursor control devices		

DUTY/TASK LIST

DATA PROCESSING SERIES

OCCUPATION 5: COMPUTER OPERATOR

DUTIES:
- A. Demonstrate Knowledge of Fundamentals of Data Processing (Mini, Micro, and Mainframe)
- B. Perform General Data Entry Functions
- C. Perform General Data Processing Operations
- D. Demonstrate Use of Peripherals
- R. Perform Computer Operator Functions

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: ACCOUNTING CLERK

DUTY: Perform Accounting Functions

CODE	TASK	TAUGHT	COMMENTS
J.01	Identify accounting terminology and concepts		
J.02	Analyze a transaction		
J.03	Journalize and post data		
J.04	Prove a ledger		
J.05	Prepare financial statements		
J.06	Close a ledger		
J.07	Utilize automated payroll system		
J.08	Utilize automated accounts receivable system		
J.09	Utilize automated accounts payable system		
J.10	Utilize automated general ledger accounting system		
J.11	Utilize automated inventory system		

DUTY/TASK LIST

DATA PROCESSING SERIES

OCCUPATION 4: PROGRAMMER TRAINEE

DUTIES:

A. Demonstrate Knowledge of Fundamentals of Data Processing (Mini, Micro, and Mainframe)
B. Perform General Data Entry Functions
C. Perform General Data Processing Operations
D. Demonstrate Use of Peripherals
K. Perform General Programming Functions
L. Perform BASIC Programming Functions
M. Perform PASCAL Programming Functions
N. Perform COBOL Programming Functions
O. Perform dBASE Programming Functions
P. Perform C Programming Functions
Q. Perform RPG-II Programming Functions

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29

OCCUPATION: **PROGRAMMER TRAINEE**

DUTY: **Demonstrate Knowledge of Fundamentals of Data Processing (Mini, Micro, and Mainframe)**

CODE	TASK	TAUGHT	COMMENTS
A.01	Define data processing terminology		
A.02	Identify data processing equipment, input and output devices		
A.03	Convert problems using the binary and decimal systems		
A.04	Identify career roles		
A.05	Describe the evolution of the electronic computer industry		
A.06	Identify methods of processing data on a computer system (IPO cycle)		
A.07	Identify auxiliary storage and file organization methods		
A.08	Identify the most widely used applications		
A.09	Identify the most widely used operating systems (minis, micros, and mainframes)		
A.10	Demonstrate a knowledge of ethical considerations, computer crime, copyright laws, and licensing agreements		
A.11	Perform basic care and maintenance functions of medium and hardware devices		
A.12	Demonstrate use of human relations and communications skills		
A.13	Demonstrate job application and interview techniques		

OCCUPATION: **PROGRAMMER TRAINEE**

DUTY: **Perform General Data Entry Functions**

CODE	TASK	TAUGHT	COMMENTS
B.01	Demonstrate keyboarding speed and accuracy		
B.02	Identify categories and formats of source documents		
B.03	Perform editing functions		
B.04	Log on and off the system		

OCCUPATION: **PROGRAMMER TRAINEE**

DUTY: **Perform General Data Processing Operations**

CODE	TASK	TAUGHT	COMMENTS
C.01	Describe system configuration		
C.02	Identify keyboard and special keys		
C.03	Create and use batch files		

OCCUPATION: PROGRAMMER TRAINEE

DUTY: Demonstrate Use of Peripherals

CODE	TASK	TAUGHT	COMMENTS
D.01	Identify and use printer types		
D.02	Identify and use plotter types		
D.03	Identify and use monitor types		
D.04	Identify types of adapter cards/ports		
D.05	Identify and use modem types		
D.06	Identify and use tape back-up and restore units		
D.07	Identify additional input/cursor control devices		

OCCUPATION: **PROGRAMMER TRAINEE**

DUTY: **Perform General Programming Functions**

CODE	TASK	TAUGHT	COMMENTS
K.01	Identify programming terminology and concepts		
K.02	Identify programming languages		
K.03	Identify template symbols		
K.04	Design/interpret a flowchart		
K.05	Design pseudocode		
K.06	Compile a program		

OCCUPATION: **PROGRAMMER TRAINEE**

DUTY: **Perform BASIC Programming Functions**

CODE	TASK	TAUGHT	COMMENTS
L.01	Identify program structure, syntax, and characteristics		
L.02	Describe structured design and documentation		
L.03	Process a program using simple output and display		
L.04	Process a program using arithmetic operations		
L.05	Process a program using different variable types		
L.06	Process a program using input operations		
L.07	Process a program using program control structures		
L.08	Process a program using formatted output		
L.09	Process a program using string functions		
L.10	Process a program using array processing		
L.11	Process a program using sort routines		
L.12	Process a program using sequential file processing		
L.13	Process a program using random file processing		
L.14	Process a program using indexed file processing		

OCCUPATION: **PROGRAMMER TRAINEE**

DUTY: **Perform PASCAL Programming Functions**

CODE	TASK	TAUGHT	COMMENTS
M.01	Identify program structure, syntax, and characteristics		
M.02	Describe structured design and documentation		
M.03	Process a program using simple output and display		
M.04	Process a program using arithmetic operations		
M.05	Process a program using different variable types		
M.06	Process a program using input operations		
M.07	Process a program using program control structures		
M.08	Process a program using formatted output		
M.09	Process a program using string functions		
M.10	Process a program using array processing		
M.11	Process a program using sort routines		
M.12	Process a program using sequential file processing		
M.13	Process a program using random file processing		
M.14	Process a program using indexed file processing		

OCCUPATION: **PROGRAMMER TRAINEE**

DUTY: **Perform COBOL Programming Functions**

CODE	TASK	TAUGHT	COMMENTS
N.01	Identify program structure, syntax, and characteristics		
N.02	Describe structured design and documentation		
N.03	Process a program using simple output and display		
N.04	Process a program using arithmetic operations		
N.05	Process a program using different variable types		
N.06	Process a program using input operations		
N.07	Process a program using program control structures		
N.08	Process a program using formatted output		
N.09	Process a program using string functions		
N.10	Process a program using array processing		
N.11	Process a program using sort routines		
N.12	Process a program using sequential file processing		
N.13	Process a program using random file processing		
N.14	Process a program using indexed file processing		

OCCUPATION: **PROGRAMMER TRAINEE**

DUTY: **Perform dBASE Programming Functions**

CODE	TASK	TAUGHT	COMMENTS
O.01	Identify program structure, syntax, and characteristics		
O.02	Describe structured design and documentation		
O.03	Process a program using simple output and display		
O.04	Process a program using arithmetic operations		
O.05	Process a program using different variable types		
O.06	Process a program using input operations		
O.07	Process a program using program control structures		
O.08	Process a program using formatted output		
O.09	Process a program using string functions		
O.14	Process a program using indexed file processing		

OCCUPATION: **PROGRAMMER TRAINEE**

DUTY: **Perform C Programming Functions**

CODE	TASK	TAUGHT	COMMENTS
P.01	Identify program structure, syntax, and characteristics		
P.02	Describe structured design and documentation		
P.03	Process a program using simple output and display		
P.04	Process a program using arithmetic operations		
P.05	Process a program using different variable types		
P.06	Process a program using input operations		
P.07	Process a program using program control structures		
P.08	Process a program using formatted output		
P.09	Process a program using string functions		
P.10	Process a program using array processing		
P.11	Process a program using sort routines		
P.12	Process a program using sequential file processing		
P.13	Process a program using random file processing		
P.14	Process a program using indexed file processing		

OCCUPATION: **PROGRAMMER TRAINEE**

DUTY: **Perform RPG-II Programming Functions**

CODE	TASK	TAUGHT	COMMENTS
Q.01	Identify RPG-II fundamentals		
Q.02	Process a simple RPG-II program		
Q.03	Process an RPG-II program using calculations and edit codes		
Q.04	Process an RPG-II program using level controls, comparisons, and totals		
Q.05	Process an RPG-II program using control breaks		
Q.06	Process an RPG-II program using multiple control breaks and fetch overflow		
Q.07	Process an RPG-II program using multiple record types and look ahead		
Q.08	Process an RPG-II program using exception output		
Q.09	Process an RPG-II program using tables and arrays		
Q.10	Process an RPG-II program using matching records and chaining		
Q.11	Process an RPG-II program using sequential disk and read/demand files		
Q.12	Process an RPG-II program using indexed sequential access method		

OCCUPATION: COMPUTER OPERATOR

DUTY: Demonstrate Knowledge of Fundamentals of Data Processing (Mini, Micro, and Mainframe)

CODE	TASK	TAUGHT	COMMENTS
A.01	Define data processing terminology		
A.02	Identify data processing equipment, input and output devices		
A.03	Convert problems using the binary and decimal systems		
A.04	Identify career roles		
A.05	Describe the evolution of the electronic computer industry		
A.06	Identify methods of processing data on a computer system (IPO cycle)		
A.07	Identify auxiliary storage and file organization methods		
A.08	Identify the most widely used applications		
A.09	Identify the most widely used operating systems (minis, micros, and mainframes)		
A.10	Demonstrate a knowledge of ethical considerations, computer crime, copyright laws, and licensing agreements		
A.11	Perform basic care and maintenance functions of medium and hardware devices		
A.12	Demonstrate use of human relations and communications skills		
A.13	Demonstrate job application and interview techniques		

OCCUPATION: **COMPUTER OPERATOR**

DUTY: **Perform General Data Entry Functions**

CODE	TASK	TAUGHT	COMMENTS
B.01	Demonstrate keyboarding speed and accuracy		
B.02	Identify categories and formats of source documents		
B.03	Perform editing functions		
B.04	Log on and off the system		

OCCUPATION: COMPUTER OPERATOR

DUTY: Perform General Data Processing Operations

CODE	TASK	TAUGHT	COMMENTS
C.01	Describe system configuration		
C.02	Identify keyboard and special keys		
C.03	Create and use batch files		

OCCUPATION: COMPUTER OPERATOR

DUTY: Demonstrate Use of Peripherals

CODE	TASK	TAUGHT	COMMENTS
D.01	Identify and use printer types		
D.02	Identify and use plotter types		
D.03	Identify and use monitor types		
D.04	Identify types of adapter cards/ports		
D.05	Identify and use modem types		
D.06	Identify and use tape back-up and restore units		
D.07	Identify additional input/cursor control devices		

OCCUPATION: COMPUTER OPERATOR

DUTY: Perform Computer Operator Functions

CODE	TASK	TAUGHT	COMMENTS
R.01	Perform PC emulation		
R.02	Utilize system utilities for file creation and maintenance		
R.03	Input data		
R.04	Perform system configurations		
R.05	Respond to system messages		
R.06	Convert data from PCs to mini computers		
R.07	Use PC emulation utilities		
R.08	Enter procedure statements		